

COMMISSIONER OF OFFICE OF PUBLIC ADVOCACY

Est.
Erie County
PJC
JG XIV
MMS

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, coordinating and implementing programs and activities which assure fair and equal treatment of all county residents without regard to race, sex, religion, age, disability, and national origin. This is a responsible administrative position involved in researching, developing, implementing, and coordinating programs and services specifically to meet the needs of the residents of Erie County. The incumbent acts as an advocate for the women of the County and may represent the Erie County Commission on the Status of Women at conferences, seminars, and public meetings dealing with the rights and issues of concern to women. The incumbent works under the general direction of the County Executive, and is responsible to the Commission. Supervision is exercised over lower level administrative, clerical staff, volunteers and interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers, organizes, promotes, directs, and supervises the staff and work of the Office of Public Advocacy and the Erie County Commission on the Status of Women;

Recruits volunteers and interns to supplement the staff and seeks outside funding to supplement the budget;

Develops an information system for services relating to the needs of Erie County residents and develops other networks and referral programs as necessary;

Investigates and analyzes resources and services available for women within County Government and programs funded by the County and recommends measures to coordinate, consolidate, or expand these resources and services to provide maximum efficiency;

Recommends to and implements strategies of the Commission striving to remove gender-based inequalities in such areas as housing, recreation, employment, education, health and mental health, youth, senior and social services and related matters through the development of educational programs and activities emphasizing women's rights, the creation and distribution of publications, and the use of meetings, conferences, coalitions and advocacy to promote equal rights and opportunities;

Conducts investigations, research studies and analyses of conditions which may result in unmet needs or in discrimination or prejudice because of race, sex, religion, age, disability, and national origin;

Assists, advises and cooperates with Federal, State, County and local governmental agencies and public and private organizations on matters involving the needs of women and gender discrimination, and may recommend such

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procedures, programs or legislation to promote equal rights and opportunities for all persons regardless of gender;

Evaluates the impact of new or amended Federal, State, or local legislation, rules or regulations, or programs upon existing laws, rules and regulations, and programs, and may recommend to proper legislative bodies or regulatory agencies appropriate amendments;

Conducts training programs for staff and Commission volunteers;

Networks with national, State and local Commissions and similar bodies and also with local women's group;

Submits an annual report of work performed and recommendations to the Commission and submits such interim reports and recommendations as necessary;

Performs such further duties as may be prescribed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of issues and concerns of women as they relate to housing, recreation, employment, education, health, and mental health, youth, senior and social services; Good knowledge of local, State, and national agencies, facilities and services which can be utilized to aid women; Good knowledge of administrative principles and practices and their effective application; Good knowledge of public relations techniques; Good knowledge of services for women and families; Ability to gather, organize and evaluate pertinent data; Ability to identify critical issues and to formulate programs addressing these; Ability to develop necessary guidelines and to effectively integrate program changes with ongoing operations; Ability to establish and maintain effective working relations with professional and volunteer personnel, elected officials, supporting staff and the general public; Lobbying skills; Resourcefulness; Initiative; Tact; Sound professional judgment; Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience planning and implementing human service programs, at least two (2) years of which were in an administrative capacity.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements